

**SECRET**

Approved For Release 2003/01/28 : CIA-RDP61-00763A000200020204-5

DPD-4502-59

30 June 1959

**MEMORANDUM FOR:** Assistant to the Deputy Director (Plans)

**THROUGH :** Acting Chief, DPD

**SUBJECT :** Request for Approval of Annual Leave in Excess  
of 30 Days

1. We request your approval to permit [ ] to take annual leave for the period 24 August through 16 October 1959.

25X1A

2. In January 1959 [ ] requested sufficient leave to permit her to take a trip to Europe late this summer. At that time she thought that 30 days leave would cover her proposed trip. Her request was approved and she proceeded to make necessary plans.

25X1A

3. [ ] has now completed the arrangements for her trip and her itinerary calls for her to be gone from 24 August through 16 October, a total of 40 days. She has more than ample leave accumulated to cover this period as she has a leave balance of 469 hours as of 12 June 1959.

25X1A

4. [ ] has been planning this trip for long time and has been accumulating her leave to make it possible. She purposely scheduled her trip late in the year in order to ease the impact of her extended absence.

25X1A

5. Your favorable action is requested.

**SIGNED**

JAMES A. CUNNINGHAM, JR.  
Chief, Administrative Branch  
DPD-DD/P

CONCUR:

**SIGNED**

WILLIAM BURKE, Colonel, USAF  
Acting Chief, DPD-DD/P

JAC, Jr: [ ] jba  
30 June 1959

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